

Project 2016 Creating A Basic Project

Need to know more basic things, like opening and closing files, saving, or how to undo a mistake? See our **Office 2016 Essentials** guide.

Setting the Project Start Date

Most plans should be scheduled from a fixed project start date to use ASAP scheduling and permit the calculation of slack time.

1. Choose **PROJECT**, then **PROJECT INFORMATION** .
2. Ensure the **SCHEDULE FROM** option is set to **PROJECT START DATE**.
3. Enter the **START DATE** and, if necessary, time. [Click]  to select a date.
4. Make the necessary changes, such as changing the **CURRENT DATE** or **STATUS DATE**. [Click] **OK**.

The Status Date is used for various reports, such as Progress and Earned Value reports. You may also change it in the **PROJECT** tab in the Status group. If not set, **CURRENT** date is used.

Describing a Project

Provide additional project information to enhance reports.

1. Choose **FILE**, **INFO**.
2. From the **PROJECT INFORMATION** menu on the right, choose **ADVANCED PROPERTIES**.
3. [Click] the **SUMMARY** tab.
4. Enter a description in the **TITLE** field and, if necessary, further descriptive information in the **SUBJECT** field.
5. Enter name of the project manager in the **AUTHOR** field.
6. Enter your **COMPANY** and **MANAGER** names.
7. Enter a description, including project definition, deliverables and special constraints in the **COMMENTS** field. Press <Enter> to start a new line. [Click] **OK**.
8. [Click] .

Switching to a Different View

Choose **VIEW**, then one of the **TASK VIEWS** or **RESOURCE VIEWS**. To see:

- tasks on a time-scale with associated resources, choose **GANTT CHART** .
- task dependencies or precedence, choose  **Network Diagram**.
- staff, costs, who is overloaded, choose  **Resource Sheet**.
- a month-at-a-glance view with tasks as horizontal bars, choose  **Calendar**.
- who is working on each task and when, choose **TASK USAGE** .
- what a resource is working on and when, choose  **Resource Usage**.
- a histogram of a resource's workload, [Click]  **Other Views** and choose **RESOURCE GRAPH**.
- to switch between a regular Gantt chart vs. one showing plan or baseline against actual results, [Click]  **Gantt**, **GANTT CHART** or **TRACKING GANTT CHART** .

Switching to an Unlisted View

1. Choose **VIEW**, then the drop-down arrow  from any of the view buttons described above, and choose **MORE VIEWS**.
2. Select the view and [Click] **APPLY**.

Entering Task Information in a Sheet

Enter tasks in approximate chronological order.

1. Choose **VIEW**, then **GANTT CHART** .
2. Move to or [Click] a blank cell in the **TASK NAME** column.
3. Type a brief description of the task.
4. Press <Enter> or <F2>; press <Esc> to discard an entry. Press <Tab> to stay in same row. <Enter> is configured to move down one row.

For quick task entry during brainstorming sessions, just enter task names and press <Enter> to move to next row. Duration values may be changed later.

Inserting a Task

1. Select a row. Or for multiple tasks, select that many rows.

2. Choose **TASK**, then **TASK** . Or, press <Insert>.

Entering or Changing a Task Duration
Estimate the effort required to complete the task at the preferred level of quality. If using effort-driven scheduling, consider this time as if only one person is available.

1. Select the **DURATION** field for a task.
2. Enter a value or [Click]  to increase or decrease the value. Or, to create a milestone, enter a duration of zero. Or, if the duration cannot be estimated initially, enter explanatory text such as "tbd" or "unknown" (does not work when using automatic scheduling).
 - To enter an elapsed duration use the letter "e" (e.g., 1ed for 1 elapsed day).
 - Enter the appropriate unit code (m for months, w for weeks, d for days (assumed), h for hours and m for minutes).
 - To enter an estimated duration add T (e.g., 2wT).
3. Press <Enter>.

Indenting or Demoting Tasks

You can group similar tasks together and have them summarized under a general description by indenting (or demoting) them. This helps you grapple with details in a large project, establishing an outline or a hierarchy; it helps you print both detailed and brief reports.

1. Select the tasks to indent or demote.
2. Choose **TASK** then [Click]  or press <Alt-Shift->>.

"Outdenting" or Promoting Tasks

1. Select the tasks to "outdent" or promote.
2. Choose **TASK** then [Click]  or press <Alt-Shift-<<>.

Hiding Tasks Under a Summary

[Click] the black triangle to the left of the summary task name  or press <Alt-Shift-Hyph>.

Displaying Tasks in a Summary

[Click] the white triangle to the left of the summary task name  or press <Alt-Shift->>.

Displaying All Subtasks

Choose **VIEW** then [Click] **OUTLINE SUBTASKS** or press <Alt-Shift-*>.

Updating Multiple Rows Quickly

Blue shading shows the result or impact of a change.

1. Select task or resource rows.
2. Choose **TASK**, then **INFORMATION**  or choose **RESOURCE**, then **INFORMATION** . Or, [Double Click] a row or press <Shift-F2>.
3. [Click] tabs, and make changes. [Click] **OK**.

Clearing or Deleting Rows

1. Select a row or rows.
2. To clear the row(s) of data, choose **TASK**, then  **Clear**, then **ENTIRE ROW**. Or, to remove the row(s), [Click] row number(s) to select the rows, then press <Delete>.

Zooming in a View

Zooming in a timeline or time-based view affects printed output whereas zooming the Network Diagram does not.

- Use the zoom slider on the status bar .
- Choose **VIEW**, then the **Zoom** menu .
- Press <Ctrl-Z> or <Ctrl-T>.

Moving or Copying Rows

1. Select a row or rows.
2. [Drag] one of the selected rows by the row number, up or down until the horizontal insertion bar is in the correct location. To copy, press and hold <Ctrl> while [dragging].

Copying Data to Adjacent Cells

This is most useful in the **RESOURCE SHEET** view.

1. Select the top or left cell that contains data to be copied. Cells below or to right will receive the data.
2. [Drag] the Fill Handle down or right. .

Using Automatic Scheduling

If you want task dependencies, resource commitment, and the project calendar to automatically adjust task dates, disable the **Tasks Manually Scheduled** feature:

Before entering tasks, or to set the default:

[Click]  **Task Tools** > **Manually Scheduled** in the Status Bar at the bottom, and choose **AUTO SCHEDULED**.

Or, choose **TASK**, **MODE**  then **AUTO SCHEDULE** or **MANUALLY SCHEDULE**.

For existing tasks: Select task(s).

then choose **TASK**, **AUTO SCHEDULE** .

Sequencing Tasks Quickly

Project can compute the start and finish date of each task if you associate them with one another (link them). Every task should be linked.

1. Select the tasks to sequence.
2. Choose **TASK**, then , or press <Ctrl-F2>.

Unlinking Tasks

1. Select the tasks to unlink.
2. Choose **TASK**, then , or press <Ctrl-Shift-F2>.

Changing Gantt Chart Appearance

1. Choose **GANTT CHART TOOLS, FORMAT**.
 - To show/hide the critical path, check/uncheck **CRITICAL TASKS**.
 - To show/hide slack time, check/uncheck **SLACK**.
 - To show/hide dependency lines, choose **LAYOUT**  adjust the **LINKS** setting. [Click] **OK**.

Viewing the Task Path

Highlight the task path for the currently selected task. This clearly shows how the current task may be affected by preceding work, should there be delays. Or what it impacts, should it be delayed. You may limit this to immediate predecessors or successors.

1. Choose **VIEW**, then **GANTT CHART** .
2. Select the task.
3. Choose **GANTT CHART TOOLS, FORMAT**, then **TASK PATH** .
4. Select a **HIGHLIGHT** option. For example, to see the tasks that must be completed for the current task, choose **PREDECESSORS**. The **DRIVING** or **DRIVEN** choices emphasize the critical path. To not emphasize any predecessors or successors, [Click] **REMOVE HIGHLIGHTING**.

Shortcuts

To do this...	Press this...
Remove all filters	F3

Working in the Gantt Chart

Show beginning of project	Alt-Home
Show end of project	Alt-End
Scroll in the timescale	Alt-← or Alt-→
Go to start of selected task	Shift-Ctrl-F5, or choose TASK, SCROLL TO TASK 
Go to first or last row of sheet	Ctrl-↑ or Ctrl-↓
Go to left-rightmost column Home or End	

Selecting Rows

Non-adjacent rows	[Click] the first row or cell, press <Ctrl> and [Click] additional rows.
All rows	[Click] on a column heading, e.g., TASK NAME .

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Huangqi Zhang



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